

Questions and Answers

1. **Question:** In Task 1, the contractor is responsible for maintaining a website, which I assume to be this one: <http://www.state.gov/p/inl/rls/fs/10647.htm> Are there other sites that the contractor will be responsible for? Are there upgrades or significant alterations that will be required for the current site? **Answer:** The correct website (and the only one) that will require the contractor to redesign/update and provide a server is: www.GDPN.org. INL will require the contractor to redesign the site to include recent "best practices" studies of model drug prevention and treatment programs, summarize the latest research studies on science-based demand reduction programs, provide updates on the Administration's major anti-drug initiatives, and update the participant database of INL-sponsored bilateral and regional meetings/conferences. This will be in addition to updating summary descriptions of recent and upcoming INL-funded and other significant international demand reduction conferences.

2. **Question:** Task 1 requires 2000 copies of a newsletter 6 times a year to be sent to various recipients. Can you provide an approximate percentage breakout of copies that will travel through diplomatic pouch and commercial mail? If not, can we decline to provide specific pricing for this in the proposal and leave it as a cost-plus basis? **Answer:** INL recommends using 90 percent as percentage of newsletters to be mailed via commercial mail. The remaining 10% will be delivered to INL to be used in-house.

3. **Question:** Section F.3.a of the solicitation indicates that a specific Demand Reduction plan is not required until 30 days after award. I want to confirm that the Contracting Office is looking for a general discussion of what the contracting firm will provide in a Technical Assistance plan rather than the specific plan itself. **Answer:** The Contracting Office is looking for a general discussion of what the firm will include in the demand reduction implementation plan. This is not for Technical Assistance; rather it is for a "demand reduction implementation plan" as described in paragraph 3 under TASK 1 a) International Demand reduction Technical Support. INL recommends the contractor provide sufficient detail that demonstrates its understanding and experience in delivering demand reduction technical assistance in an international setting.

4. **Question:** The Direct Labor hours listed in CLIN 0004 are about 75% of the Direct Labor hours of CLINs 0001-0003. Can you explain the reasoning behind this? **Answer:** INL considers the Logistics Coordinator to be a less than full-time position. Logistics Coordinator will be responsible for periodic events, involving such tasks as making flight, hotel reservations, identifying venues for conferences/training, developing schedules for occasional visiting demand reduction officials, on occasion picking-up visitors from local Wash, D.C. airports, etc. These are not tasks that will require full-time hours since they will not occur continuously.